



ELECTION NEWS

A special informational bulletin on the implementation of Michigan's new "consolidated elections" legislation

Michigan Department of State - Terri Lynn Land, Secretary of State

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Publishing Election Notices for May 3 Election: Important Points to Remember

Notice requirement and publication dates: A "notice of election" must be published twice in separate editions of a newspaper of general circulation in the jurisdictions where the May 3 election will be conducted. The first publication of the notice must appear no later than April 23; the second publication must appear before May 3, the date of the election. (MCL 168.653a)

Contents of notice: The election notice must include:

- The date of the election and the hours that the polls will be open (7:00 a.m. through 8:00 p.m.).
- A listing of the offices which will be elected or nominated at the election. The names of the candidates who are seeking nomination or election to the offices do not have to be included in the notice.
- The full ballot wording of all proposals which will be presented on the ballot. (MCL 168.4(g) defines a "special election" as any election held "to submit a ballot question to the electors." MCL 168.653a stipulates that an election notice that "pertains to a special election for the purpose of voting upon a proposal" must include the full text of the ballot proposal.)
- A listing of the polling place locations. A statement regarding the accessibility of the polling place locations and the availability of voting instructions in alternative formats (audio and Braille) should be included with the listing.

While not required by law, it is recommended that the notice include information on how and where an elector may obtain an absent voter ballot for the election.

Treasurer's statement: MCL 211.203(3) provides that the "notice of an election in which an increase in the total tax rate limitation is to be voted upon shall contain a statement by the county treasurer of the county or counties in which the local unit voting on the increase is located of the

total of all voted increases in the total tax rate limitation, in any local units, affecting the taxable property in the local unit voting on the increase, and the years the increases are effective.”

Notice title: In response to a number of inquiries we have received regarding the appropriate way to title election notices for the May 3 election, the recommendation shown below is offered. The recommendation is based on an election that will be conducted to fill school board positions and community college positions.

**ELECTION NOTICE
ELECTION TO BE HELD ON
MAY 3, 2005 FOR
LANSING PUBLIC SCHOOLS
LANSING COMMUNITY COLLEGE**

Materials Needed to Administer May 3 Election

The following article outlines the election materials needed for the administration of the May 3 election which are available through the Department of State’s Bureau of Elections. Three separate categories of materials are discussed: 1) election materials which school district “election coordinators” can order from the Bureau 2) election materials which will be automatically shipped to all counties and selected cities and townships and 3) election materials which are available on the Bureau’s website.

It merits immediate note that the Department of State’s Bureau of Elections is *not* responsible for supplying election seals for the administration of the May 3 election. If election seals are needed for the election, they must be ordered through a commercial vendor. (The Bureau is responsible for supplying election seals for state and federal elections only.)

Election materials which school district “election coordinators” can order from the Bureau:

On April 7, 2004, a memo was sent to all school district “election coordinators” in the state (i.e., all county clerks and those city/township clerks who function as school district “election coordinators” for school districts that fall wholly within their respective jurisdictions) to advise that the following materials can be ordered through the Michigan Department of State’s Bureau of Elections. An order form was included with the memo for convenience.

- A. Voter information posters:** A minimum of two copies of the poster must be placed on display in each polling place. The poster complies with the requirements provided under MCL 168.668a as amended under PA 96 of 2004. (The voter information poster prepared for the May 3 election can also be printed from the Bureau’s website as explained below.)
- B. Audio Version of voter information (cassette tape):** An audio version of the voter information must be available in each polling place. (Please note that the audio version the voter information distributed for the 2004 election cycle can be used for the May 3 election.)

Election materials which will be automatically shipped to all counties and selected cities and townships: A Braille version of the voter information poster must be available in each polling

place. A quantity of the Braille voter information displays will be automatically shipped to all counties and selected cities and townships later this month. A document which lists the quantity of the Braille voter information displays which will be shipped to each county and each of the selected cities and townships is available on the Department of State's website <www.michigan.gov/sos>. To locate the document, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators." The document can be found under the "Election Resources" section in the middle of the page.

Please note that the Braille voter information can also be used for the August 2, 2005 election, the November 8, 2005 election and the February 28, 2006 election. As a consequence, all precinct boards should be advised to retain the Braille voter information for future use.

Election materials which are available on the Bureau's website: The following materials needed to administer the upcoming May 3 election can be accessed on the Department of State's website <www.michigan.gov/sos>. To locate the information, click on "Elections in Michigan"; on the Elections in Michigan page, click on "Information for Election Administrators." The referenced documents are listed under the "Election Resources" section in the middle of the page.

- A. Voter information posters:** As noted above, a minimum of two copies of the poster must be placed on display in each polling place. The voter information posters can be printed from the Bureau's website.
- B. Provisional balloting materials:** Every polling place must be supplied with the materials needed to administer Michigan's provisional balloting process. The following materials can be accessed through the website: the "Four Step Procedure Form," the "Notice to Voters Unable to Satisfy Identification Requirement and/or Residence Verification Requirement," the "Procedure for Handling 'Envelope' Ballots Returned to Clerk's Office," and the "Provisional Ballot Report Form."
- C. Identification requirement notice:** Every polling place must be supplied with the notice developed for voters subject to the federal identification requirement who are unable to satisfy the requirement when offering to vote.

Date Calendar for August 2 City Primary, September 13 City Primary and November 8 City General Election Available on Department's Website

A date calendar prepared for the August 2 city primary, September 13 city primary and the November 8 city general election can be accessed through the Department's website <www.michigan.gov/sos>.